

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - August 19, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
Executive Office					
3371	Gaming	Gaming Inspector	CR	7/29/2013	\$ 19.01
3378	Gaming	Gaming Compliance Auditor	CR, NEW	8/19/2013	\$ 50,618.00
3238	Executive Office	Office Specialist	CR, CL	8/12/2013	\$ 12.49
General Support Services					
3382	Accounting	Senior Accountant	NEW	8/19/2013	\$ 53,180.00
3410	Accounting	Inventory Specialist	NEW	8/19/2013	\$ 13.79
Department of Health and Human Services					
3163	Behavioral Health	Behavioral Health Therapist		5/13/2013	\$ 51,883.00
3347	Community Health Services	Program Supervisor		7/22/2013	\$ 51,883.00
Department of Education					
3360	Early Childhood - Site: Sells	Child Care Specialist		7/1/2013	\$ 9.29
3368	Early Childhood - Site: San Xavier	Child Care Specialist		7/22/2013	\$ 9.29
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3009	Johnson O'Malley	Program Coordinator (Part-Time)		5/13/2013	\$ 19.49
3344	One Stop	Program Manager, Senior		7/1/2013	\$ 69,777.00
3080	Recreation - Site: Hickiwan	Office Specialist	CL, CR	7/29/2013	\$ 12.49
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
Department of Natural Resources					
3296	Administration	Natural Resources Technician		7/22/2013	\$ 20.47
3376	Rodeo and Fair	Rodeo and Fair Coordinator		8/5/2013	\$ 20.47
3406	Range Conservation	Heavy Equipment Operator		8/12/2013	\$ 17.65
3364	Solid Waste Management	Equipment Operator/Driver I		8/12/2013	\$ 16.39
Department of Public Safety					
3362	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 85,017.00
3405	Fire	Heavy Equipment Mechanic	NEW	8/19/2013	\$ 19.49

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Position: In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

3378

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

Correction

JOB TITLE: **Gaming Compliance Auditor**

SALARY: **\$24.34 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 19, 2013**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Exempt

DEPARTMENT: Executive/**Gaming**

JOB LOCATION: **Tucson, AZ**

POSITION SUMMARY: Under general supervision, performs audits and inquires to ensure that appropriate safeguards for protecting the Nation's assets and assuring the integrity of gaming are in place and being followed in accordance with Minimum Internal Control Standards (MICS) of the Nation's gaming ordinance and regulations, the Tribal-State Compact, the Indian Gaming Regulatory Act (IGRA), and the National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Accounting, or closely related field and two years' work experience in auditing or gaming investigations; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must demonstrate seventy percent proficiency in grammar, spelling, and math.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



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JOB ANNOUNCEMENT

JOB TITLE: **Senior Accountant**
SALARY: **\$53,180 PLUS BENEFITS**

OPENING DATE: **August 19, 2013**

CLOSING DATE: **Open until filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: GSS/Accounting

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides direction for the general ledger division by coordinating the production and presentation of financial information to management by researching and analyzing accounting data; ensures compliance with Generally Accepted Accounting Principles.

SCOPE OF WORK: To provide to the Nation Accounts Payable, Account Receivable, Payroll, General Ledger, Property & Supply, Purchasing, Records Management, Audit Resolution, Fund Accounting and Accounting services to the Nation's Programs, Districts and Government Branches.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance or related field and two years professional accounting work experience, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year supervisory experience.

—AND—

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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JOB ANNOUNCEMENT

JOB TITLE: **Inventory Specialist**
SALARY: **\$13.79 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 19, 2013**

CLOSING DATE: **Open until filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Accounting

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, maintains accurate records of the quantity, type and value of supplies; prepares journal entries, monthly and year end closings, and fixed asset maintenance and general ledger reconciliations in accordance with the Tohono O'odham Nation's applicable policies and procedures. Occasionally operates a forklift.

SCOPE OF WORK: To provide to the Nation Accounts Payable, Account Receivable, Payroll, General Ledger, Property & Supply, Purchasing, Records Management, Audit Resolution, Fund Accounting and Accounting services to the Nation's Programs, Districts and Government Branches.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and three years work experience in inventory, administrative, or warehouse, to include computerized inventory and accounting systems; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain Forklift certification within six months of hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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3405

JOB ANNOUNCEMENT

JOB TITLE: **HEAVY EQUIPMENT MECHANIC**

SALARY: **\$19.49 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 19, 2013**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Fire/Department of Public Safety

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY:

Under general supervision, ensures the safety and operation of heavy construction equipment and support vehicles by providing maintenance and repair services according to program policies, codes and regulations.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Heavy Equipment Operations or related field and two years' work experience in maintenance and repair of heavy equipment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must have journey level certification.
- Must obtain certifications in Diesel Technician, Automotive Technician, and Emergency Vehicle Technician within one year of hire.
- Must possess and maintain a valid Arizona driver's license, (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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